



**BrightLife**  
**Enhancement Services**  
Holistic approach to healthcare

## **STAFF IN POSSESSION OF SUBSTANCES**

### **POLICY:**

In order to maintain a safe and pleasant working environment, we at Brightlife Enhancement Services strongly advocate and are committed to maintaining a no-alcohol, no-drugs ban at the workplace. Brightlife Enhancement Services takes this issue very seriously and it is important for employees to understand that this policy applies to *all* employees of the company, without exception, including all contractors and any employed staff

No contractor/staff member is permitted to consume, possess, sell, transfer, or purchase alcohol, illegal drugs, narcotics or controlled substances, while on the job, or on company property. Involvement in such activities constitutes grounds for disciplinary action, up to and including discharge. Any prohibited substances found will also be turned over to the appropriate law enforcement agencies and may result in criminal prosecution in addition to any disciplinary actions imposed by the company. Acceptable uses of drugs include non-performance affecting "over-the-counter" medications and those substances that have been prescribed by a licensed physician. Any contractor/staff member who must bring prescribed medication to the office must secure the medication in a secure and locked location, on their person or in their vehicle at all times except for in use. Any contractor/staff member who is under prescribed medication but who may be in any way impaired by its side effects must report its use to his/her supervisor immediately.

Brightlife Enhancement Services will not tolerate any contractor/staff member who reports for duty while impaired by, or is under the influence of, alcoholic beverages or drugs. Contractors/Staff members who work under the influence of an illegal substance are considered to be a threat to the safety of themselves, their coworkers, and the public. All contractor/staff members have a duty to report any evidence of alcohol or drug abuse to a supervisor immediately. Failure to report, especially in cases where the illegal substance poses an immediate threat to that individual, his/her coworkers or the public, may result in disciplinary action for the non-reporting employee. It is also; however, the policy of Brightlife Enhancement Services to assist employees and their family members who suffer from drug or alcohol abuse. Contractor/Staff members, with appropriate approval, may be eligible for medical leaves of absence in such cases.

V 1.0 reviewed 06/2025